

MICHIGAN SENATE

SENATE BUSINESS OFFICE

POSITION POSTING

SENATE BUSINESS OFFICE – RECORDS MANAGER

WHAT WE ARE LOOKING FOR:

The Michigan Senate is seeking the right person to fill a new key position within its nonpartisan business office. Are you a go-getter with a keen eye for detail? Do you enjoy meeting new challenges with forward-thinking solutions? Would you enjoy the opportunity to make a profound impact while working with a great group of collaborative individuals all working toward a common goal? If so, the Michigan Senate would like to hear from you!

WHAT WE CAN OFFER YOU:

- A full-time position with a competitive salary
- A generous benefits package that includes great medical, dental, and vision coverage and employer-provided short- and long-term disability
- A substantial amount of leave time and reasonable flexibility within your work schedule
- A 401k plan with generous employer contributions
- A great working location and environment, including a private office and free parking in an attached parking garage

WHAT YOU WILL BE DOING:

Under the direction of the Director of the Senate Business Office and in accordance with Senate Rule 1.117(d), the Records Manager acts as the principal information governance officer for the Michigan Senate, coordinating information governance efforts across all departments and stakeholders within the organization. The Records Manager is responsible for developing, maintaining, and revising policies and procedures related to the Senate's records retention and disposal schedule; prioritizes the information-related needs of all departments; collaborates with stakeholders to continually improve processes; and identifies and implements information-related synergies. The Records Manager also works closely with the Director and Deputy Director of the Senate Business Office, performing a variety of high-level executive functions such as conducting research; drafting memos, proposals, and other communications; and assisting with various initiatives and projects undertaken by the Senate Business Office.

ESSENTIAL JOB FUNCTIONS

- Works in collaboration with the Department of Technology, Management & Budget (DTMB) Records Management Services (RMS) to develop, implement, and maintain the Senate's records retention and disposal schedule
- Acts as the Senate's principal information governance officer
- Works closely with Senate Information Services (SIS) personnel to implement and maintain methodologies for the indexing, storing, and accessing of electronic records; to coordinate data management resources; and to develop procedures for litigation holds, ensuring consistency and efficacy of data management practices
- Coordinates and conducts training to nonpartisan departments and partisan offices to ensure a uniform approach to the storage, retention, and timely disposal of Senate records
- Answers questions from Members and staff pertaining to record retention and helps ensure that all departments and Member offices are in compliance with requirements
- Assists with the retrieval of records, documentation, and correspondence in response to information requests received by the Senate

- Stays up-to-date on best practices and state and federal laws pertaining to records management; ensures that the Senate is in compliance with best practices and state and federal laws
- Analyzes and advocates for information governance needs; works on continual improvement of information governance processes
- Assists Director and Deputy Director with high-level executive functions

SECONDARY DUTIES AND RESPONSIBILITIES

- Conducts research related to various legal issues impacting the Senate and projects or initiatives undertaken by the Senate Business Office
- Attends meetings on behalf of the Director or Deputy Director, as requested
- Drafts memos, proposals, and other communications, as requested by the Director or Deputy Director
- Acts as the Director/Deputy Director's liaison, as necessary, to senior management teams
- Oversees special projects initiated by the Senate Business Office
- Performs all other duties as assigned by the Director of the Senate Business Office

EDUCATION/EXPERIENCE

- Bachelor's degree required; graduate-level degree or certification in records management preferred
- Four years of professional level analytic or administrative experience preferred
- Experience in working in a governmental office and with elected officials preferred
- Other combinations of education and experience will be evaluated on an individual basis

SKILLS AND KNOWLEDGE

- Ability to maintain professional composure when dealing with emotional or confrontational circumstances
- Knowledge and familiarity with best practices in the field of records management, including electronic records management
- Knowledge of litigation hold process, e-discovery, and electronic records technology
- Strong attention to detail
- Ability to analyze problems, create solutions, and motivate others to adopt effective courses of action
- Familiarity with Legislative functions and processes
- Strong interpersonal, writing, and speaking skills
- Ability to advocate and encourage change management
- Ability to work outside of prescribed work hours when necessary
- Ability to prioritize multiple tasks in a fast-paced environment, and work within time frames that may be rigid, or subject to change on short notice
- Ability to work individually and as part of a group
- Ability to maintain favorable public relations, while maintaining confidentiality, in a nonpartisan and professional manner
- Ability to use diplomacy, discretion, and judgment in disseminating information
- Ability to maintain confidential information

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package

SALARY: \$75,000 - \$100,000, based on experience

GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

Interested applicants, please submit a cover letter and resume to:

Attention: Human Resources

PO Box 30036

Lansing, MI 48909

Email: resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, gender identity or expression, sexual orientation, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.